



## BUILDING PERMIT APPLICATION INFORMATION: GENERAL BUILDING PERMIT - RESIDENTIAL TOWN OF ULYSSES PLANNING DEPARTMENT

**No work is authorized until this application is approved and the permit is issued.  
Applications should be made well in advance.**

**GENERAL:** It is advisable to discuss all requirements with the Code Enforcement Officer and to refer to the Town of Ulysses Zoning Ordinance, which may be obtained at the Town Hall or online at <https://townofulyssesny.gov/>. Applicants should also become familiar with the Building Code of New York State.

**INSPECTIONS:** *It is the responsibility of the property owner/builder to request an inspection at the proper time.* Please be prepared to indicate which type of inspection is needed when making a request. Additional inspections may be made at various stages of construction, if and when deemed necessary.

**A CERTIFICATE OF COMPLIANCE SHOULD BE ISSUED BEFORE A BUILDING MAY BE USED OR OCCUPIED.** Work must be completed within one year from permit date, unless an extension is granted by the Code Enforcement Officer.

### **APPLICATIONS CANNOT BE PROCESSED UNLESS COMPLETE.**

#### **Questions? Contact:**

Mark Washburn, Zoning/Code/Fire Enforcement Officer  
Please call or email for an appointment  
E-mail: [code@townofulyssesny.gov](mailto:code@townofulyssesny.gov)  
Phone: 607-387-9778, ext. 231

#### **ELECTRICAL INSPECTORS:**

Commonwealth Electrical Inspectors  
**(585) 624-2380**

Atlantic-Inland, Inc.  
**(607) 753-7118**

### **BUILDING PERMIT APPLICATION: Other Information**

1. Applicants must fill in all applicable information.
2. If there is a specific application available for the type of project being proposed, applicants should use the appropriate application (pool, roofing, accessory structure, etc.)
3. Applicants should use the Commercial building application for any type of new building, addition, or alteration to a commercial structure.
4. Attach clear directions to the work site with your application.
5. Detailed plans for construction must be included with the application, and drawings must be drawn to scale.
6. A site plan may be required for some proposals.
7. Any project that does not require a building permit must still comply with appropriate zoning regulations. For example, storage buildings under 144 square feet must meet required zoning setbacks.
8. ON SITE stakes should be placed in ground indicating location of proposed construction.



10 Elm Street  
Trumansburg, NY 14886



607.387.5767



[code@townofulyssesny.gov](mailto:code@townofulyssesny.gov)  
<https://townofulyssesny.gov>  
UPDATED 2023

2023 FEE SCHEDULE: Building/Land Use	
1 & 2 Family Residences, includes finished basements	\$0.40/sq. ft. or \$4/thousand, whichever is greater.
Modular	\$.30/ sq. ft.
Unfinished basements	\$0.20/ sq. ft.
Multiple dwelling/Multi-residential	\$225 + \$4/K
Commercial bldgs., bridges, tanks, and towers	\$425 + \$5/K
Alterations, renovations, additions, pools	\$75 + \$4/K
Accessory Building – separate from a main building	\$55 + \$4/K
Accessory Building – attached to a 1 & 2 family residence	\$0.40/sq. ft.
Building Permit Renewal	Half existing building permit
Any building begun without a valid building permit	Double normal fee
Solar, wind, or alt. energy permit - <u>Residential</u>	\$75
Solar, wind, or alt. energy permit - <u>Commercial</u>	\$75 + \$4/K
Sign permit	\$50
Woodstove or heating unit	\$50
Demolition	\$2/K (\$75 min)
Fire Inspection (includes one re-inspection if necessary)	\$75/inspection
Additional Fire Inspections (if > 2 necessary beyond initial inspection(s))	\$75/inspection

1. No application may be processed until the fee has been received.
2. All land use activities as defined in the Zoning Ordinance within the Town requiring a permit of any kind, including occupancy classification changes as per New York State Building Code, 701.1 shall require site plan review and approval before being undertaken, except the following:
  - A. Construction and repairs/alterations of one or two-family dwellings and their ordinary accessory structures, and related land use activities.
  - B. Ordinary repair or maintenance or interior alterations to existing structures.
  - C. Changes in existing uses that do not affect site appearance, drainage, noise level, parking, traffic, or the nature and character of the enterprise conducted therein.
  - D. Farms as defined in the NY Ag. and Markets Law article 25AA, and related farm structures used solely for farming purposes. (Farm structures converted to other commercial uses are subject to site plan review, subject to Ag and Markets Law section 305-a).
  - E. The sale of agricultural produce and temporary structures related to sale of agricultural produce. Temporary shall be defined as “in operation for less than six months per calendar year.

***In all cases where this local law shall apply, the review and approval of the proposed action is the responsibility of the Planning Board, with the administrative assistance of the Zoning Office.***



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## BUILDING PERMIT APPLICATION: RESIDENTIAL CONSTRUCTION

TOWN OF ULYSSES PLANNING DEPARTMENT

### Office Use Only

Permit Fee: \_\_\_\_\_

Permit #: \_\_\_\_\_

Check #: \_\_\_\_\_

**No work is authorized until this application is approved and the permit is issued.**

### Complete applications must include the following:

- ☐ Completed application form
- ☐ Contractor insurances and license
- ☐ Workers Compensation Board: NYS Workers Compensation Certificate of CE-200
- ☐ Attached plot plan: Tax map or survey with the location and details of proposed structure, including all measurements to scale.
- ☐ Attached design plans: Show all details of construction to scale.
- ☐ Application Fee: Checks payable to "Town of Ulysses"; cash payments.

### Building Permits may also require:

- Tompkins County Health Department: Approval of septic system and/or well
- Proper highway department: Culverts/driveway permits
- N.Y. Board of Fire Underwriters: Electrical Permit

### CONTACT INFORMATION

APPLICANT					
ADDRESS					
CITY		STATE		ZIP	
PHONE		EMAIL			
OWNER					
ADDRESS					
CITY		STATE		ZIP	
PHONE		EMAIL			
PRIMARY CONTACT:    APPLICANT       OWNER       OTHER, PLEASE SPECIFY BELOW					
NAME					
PHONE		EMAIL			



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PROJECT SITE INFORMATION			
ADDRESS			
PARCEL NO(S)			
WORK TO BE DONE BY	<input type="checkbox"/> Homeowner ( <i>attach your CE-200 Exemption Form</i> ) <input type="checkbox"/> Contractor ( <i>attach Workers' Compensation documents</i> ) <input type="checkbox"/> Other _____		
ESTIMATED PROJECT COST	\$	ESTIMATED SQFT OF PROJECT	
PROJECT NAME			
PROJECT TYPE	<input type="checkbox"/> Addition <input type="checkbox"/> Renovation <input type="checkbox"/> Alteration <input type="checkbox"/> Other: _____		
PROJECT DESCRIPTION			

SIGNATURE	
By signing below, I hereby certify that I have full knowledge of the proposed work as described herein and take no exception to such activity. I understand I cannot occupy or use area of work until completed and final certificates are issued by the Town of Ulysses. I understand it is ultimately my responsibility that the project meets the NYS Uniform and Building Codes and the local zoning code.	
Applicant's Signature	
Name (printed)	
Applicant's Role	<input type="checkbox"/> Contractor <input type="checkbox"/> Owner <input type="checkbox"/> Other _____
Date	



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